

MATH 1522 B
FALL 2009
COURSE POLICIES AND EXPECTATIONS

1. COURSE INFORMATION

Course	MATH 1522 B: Introduction to Linear Algebra for Calculus
Lecture	Allen K. Hoffmeyer (ahoff@math.gatech.edu)
Time/Location	TTh 8:05–9:25 am in Skiles 249
Office Hours	TTh 9:30–10:30 am and by appointment
Office	Skiles 251
Website	http://www.math.gatech.edu/~ahoff
Required Text	Spence, Insel, & Friedberg, <i>Elementary Linear Algebra: A Matrix Approach</i> , 2nd edition

You are welcome to drop by my office any time to see if I am available to answer your questions. Office hours are *your time*, however, so I strongly encourage you to make use of them.

2. GRADING

Your grade in this course will be based on three categories of work: quizzes, tests, and the final exam. These categories and their approximate weighting are described below.

- (1) Quizzes will be given through t-square on most Tuesdays during the semester. On weeks in which they are given, quizzes will be announced in class and on t-square. The quizzes will open an hour after class and will close at 1:00 am the following day; *however*, you are encouraged to complete the quiz *before* midnight. If there are any technical problems with the quiz and you e-mail me *after* midnight, then whatever t-square has recorded for your quiz will stand (even if it says you didn't take the quiz). If there are technical problems and you e-mail me prior to midnight, then we can work to remedy the situation in the following class or before. There will be a total of at least 10 quizzes with each quiz worth 3 points (only the highest 10 quizzes count). The quizzes will be 4 questions long (each question worth 1 point) and you will have a total of 3 minutes to complete the quiz. The highest score you can receive on a quiz is 3 points (even if you get 4 answers correct). Also, since these quizzes are done online, there are *NO* make-ups of any kind and a missed quiz will receive a zero grade. **Quizzes are to be done alone with no help from other people (classmates, friends, acquaintances, etc.). Any suspected misconduct will be reported immediately to the Office of the Dean of Students.**
- (2) There will be *three* exams given in class on the following dates: September 17th, October 22nd, and November 19th. These test dates are firmly set. The first two tests each count for 40 points and the third test counts for 30 points.
- (3) The final exam will be held (tentatively) on Tuesday, December 8th from 8:00am - 10:50am in our normal lecture room. It will be comprehensive and will count for 60 points (30 percent of your final grade).

Reiterating, grades in this course will be determined using the following components, weighted as indicated below:

Quizzes	30 points (total)
Test I (17 Sep 09)	40 points
Test II (22 Oct 09)	40 points
Test III (19 Nov 09)	30 points
Final Exam (08 Dec 09)	60 points
Total Course Grade	200 points

The final grades will be determined by the standard 90%,80%,70%,60% cutoff. Final grades in this course, however, will be determined by the judgment of the instructor.

Absences and Make-ups. Attendance to lecture is vital for your success in this class. Therefore, attendance to every lecture is mandatory. Make-up quizzes and tests are *not* given under *any* circumstances.

Any student with a valid reason for missing a test must obtain permission from me well in advance of the test date. If you have an emergency on a test day, then you must have verifiable documentation that your absence is valid. The validity of your absence excuse will be completely determined by the instructor's discretion (e.g. waking up sick or late, being out of town, etc. will not be excused). In the case that an exam absence is excused, your final exam score will replace your missed exam score. Please let me know of any conflicts **immediately**. Note that our final exam is on Tuesday of finals week. No student will be allowed to take the final exam outside the scheduled time except as established by Georgia Tech policy on conflicting exams. I encourage you to look over your final exam schedule now and ask me if you have any questions about conflicts.

Progress report grades. Each semester, students in 1000- and 2000-level courses receive progress report grades prior to drop day. This semester, these progress report grades are due on 25 September 2009. At that point in the term, you will receive a grade of S or U. A grade of S indicates that you are making satisfactory progress, and that if you continue on the same path you are likely to earn a grade of C or higher. A grade of U indicates unsatisfactory progress in the course at that time (equivalent to a D or F). Be aware that these grades will be based on a small amount of information (roughly 3 quizzes and one exam). I encourage you to consult with me often during the semester to remain informed on your progress.

3. HOMEWORK

Homework will be assigned for each section of the text we cover and posted on the course web page. While it will not be collected for grading, it is *essential* that you work problems in order to learn the material in this course. Mathematics is not a spectator sport! I encourage you to work as many problems as possible, whether they be additional textbook problems, problems from from other instructor's old tests, or other review problems that might be provided. If you have trouble with the homework problems, ask about them in class or come see me during office hours. The only way to learn mathematics is by getting your hands dirty, and you will only accomplish that in this course by solving homework problems.

4. POLICIES

- (1) Timeliness is expected. Class starts at 8:05 am and ends at 9:25 am. Late arrivals and early departures are disruptive to the class and are to be avoided except in emergency situations. If you must depart class early, please find a seat near the door in order to minimize disruptions.
- (2) Audible noises from cellphones and other electronic devices will not be tolerated. Please turn your phone and other electronic devices off or set them on silent before class begins. If your phone happens to ring during class, then **DO NOT** answer it or leave to answer it. If you have an emergency where you are expecting a phone call during class, then please let me know before class. Answering a phone during class will not be beneficial to your course grade.
- (3) Do not use your computer during class. There is no need to have a computer on during class, and any people ignoring this policy will be asked to turn off their computer or asked to leave for repeat offenders.
- (4) For all test problems submitted for grading, your final solution should be clearly marked, preferably by circling it or putting a box around it. You should show all your work, not just to receive partial credit in cases where your answer is not correct but also to support your answer and receive full credit when correct. **Correct answers that are not fully supported by work will generally not receive full credit.**
- (5) You are free to use any calculator or computer algebra system (*Mathematica*, *MATLAB*, *Maple*, etc.) on homework and quizzes. Unless specified otherwise *in writing*, you may *not* use a calculator,

computer, cellphone, personal digital assistant, or any other electronic or manual calculating device during a test or exam.

- (6) If you have questions about the grading of an exam, you must return it directly to me in order to be reviewed. Please attach a separate piece of paper indicating the problem(s) you want regraded and the reasons you feel a regrade is appropriate. **Do not write anything on the test itself.** We reserve the right to retain photocopies of any and all exams prior to returning them to prevent regrade abuse.
- (7) You are encouraged to form study groups to work problems and enhance your understanding of the material; *however*, for exams and quizzes, unless otherwise specified *in writing*, you are to work completely alone. Furthermore, for exams you are to work without the aid of texts or notes.

5. ACADEMIC INTEGRITY

As I hope you are aware by now, Georgia Tech takes academic integrity very seriously. I ask that you review the Honor Code at <http://www.honor.gatech.edu/>. For this course, I encourage you to make use of any old exams, quizzes, and homework from previous incarnations of this course. The more problems you work, the more successful you will be in this course. Be aware that the exams you will see in this course will not be identical to exams given by other instructors in previous semesters. However, the old tests on the School of Mathematics website should serve as a good example of the type of questions you might expect on the tests. I'll be sure to clearly communicate the list of topics that will be covered on each test as it approaches.

Cheating on exams and quizzes via any means is unethical and unacceptable. Unless specified *in writing*, you are to work completely alone on exams and quizzes; furthermore, for exams you are to work without the aid of notes or texts.

Behavior contrary to the above expectations will not be tolerated and will be handled via the appropriate channels. If you have questions regarding academic integrity policies in this course, talk to me. If you have other general academic integrity questions, you should consult with a member of the Honor Advisory Council, either during drop-in office hours (posted online at the address above) or by making an appointment through the Council's chair via email at honor@gatech.edu.

At all times, in all things you do in this course, please keep the Georgia Tech Honor Challenge in mind:

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community.